

Review Form
Infant-Toddler Items

Item No	Compliance Test	Compliance Standard	Legal Citations	Other Guidance	Compliant	Noncompliant	Not Applicable	Comments
8-1-3	When the LEA receives an oral or written referral for early intervention, is there documentation that:			Review the record to determine if the child was initially referred to the regional center. The reviewer must determine the point at which the district's responsibilities for the various evaluation, assessment, and IFSP development and implementation functions becomes established.				
8-1-3.2	* A service coordinator is assigned to coordinate evaluations and assessments?	District records must include assignment of (interim) service coordinator if the child was referred to the LEA before the regional center	34 CFR 303.321(e) 17 CCR 52060, 17 CCR 52120(a), 17 CCR 52121(a)(7)	The initial assignment of a service coordinator to conduct evaluation and assessment functions may be found in the student file on assessment plan. Is a district staff designated as the service coordinator for evaluation and assessment?				
8-2-3	Is there evidence that the LEA uses non-discriminatory evaluation procedures to ensure that:	There must be evidence that the district uses nondiscriminatory assessment procedures in all evaluations that they conduct	34 CFR 303.323	If the regional center received the referral and was designated as the service coordinator, the district can only be held responsible for evaluation and assessment requirements for evaluations and assessments they agreed to conduct.				
8-2-3.1	* Tests and other evaluation materials are administered in the native language of the parents or other mode of communication, unless it is clearly not feasible to do so?	If the district was responsible, student record must contain evidence.	34 CFR 303.323 17 CCR 52084(d)(4), 17 CCR 52082(f)	Review information about language of the family. Check assessment report or other documentation for language used in assessment				

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8-2-3.2	* Any standardized tests or instruments used to assess children with impaired sensory, motor or speaking skills accurately reflect the child's aptitude, developmental level or any other factors the test purports to measure?	If the district was responsible, student record must contain evidence.	17 CCR 52082(d)	Check assessment reports for discussion the suitability and appropriateness of the of assessment.				
8-2-3.3	* Any assessment and evaluation procedures are selected and administered so as not to be racially or culturally discriminatory?	If the district was responsible, student record must contain evidence.	34 CFR 303.323 17 CCR 52082(f)	Check assessment reports for discussion of validity of assessment.				
8-2-3.4	* No single procedure is used as the sole criterion for determining the child's eligibility?	If the district was responsible, student record must contain evidence.	34 CFR 303.323 17 CCR 52082(c)	The child's eligibility must be determined through more than one assessment procedure. Check assessment report and other documentation for multiple assessment methods.				
8-2-4	Is there documentation that all assessments include a family assessment and that it is	If the district was responsible for completing the assessments and determining eligibility for early intervention services, district must maintain documentation.	20 USC 1436(a) 34 CFR 303.322 14 GC 95016(a) 17 CCR 52084(d)	Determine if the district or regional center was responsible for the evaluation. Parent must consent to a family assessment. Information secured during the family assessment may be recorded on IFSP.				
8-4-6	Is there evidence that each meeting's arrangements are made with, and written notice provided to the parent and other members of the multidisciplinary team in a timely manner?	Must be documented in student records	34 CFR 303.342(d) 17 CCR 52102(h)	Check written notice to parents and team members of IFSP meeting. Check IFSP to see if parent attended. Look for contact logs or notes.				
8-4-9.5	* A statement of the specific early intervention services necessary to meet the unique needs of the infant or toddler and the family to achieve the outcomes including:	Must be documented in child's IFSP.	20 USC 1436(d) 34 CFR 303.344(d) 14 GC 95020(c) 17 CCR 52106(b)	Check IFSP for services related to assessment and outcomes.				

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8-4-9.5.7	* The scheduled days when services will not be available (when the service provider has a fixed schedule)? and	Must be documented in child's IFSP.	18 CCR 52106(b)	Check service section for information which lists the scheduled days when the service will not be available. It may be in the form of a calendar or a list of dates.				